

# Narragansett Bay Estuary Program

Executive Committee Meeting

November 10, 2020

# Nominating Subcommittee Work

- Members are Sue Kiernan, Kate Michaud, Peter Coffin, and Walt Galloway
- Met three times
- Used step-wise process to identify expertise gaps, compile potential candidates, and vet a short list of top nominees
- Subcommittee advancing consensus slate of nominees to EC for discussion prior to sending to SC
  - 5 reappointments
  - 9 new members

## NARRAGANSETT BAY ESTUARY PROGRAM

### STEERING COMMITTEE MEMBER SELECTION PROCESS

#### Need for Process

Per the existing [Narragansett Bay Estuary Program Guiding Principles for Program Management](#) (February 7, 2018), nominations may be accepted from any current or former members of the Management Conference, partners working in the study area, and the public. However, the principles are inconsistent about whether the Executive Committee and/or the Steering Committees are responsible for recruiting, nominating, reviewing, and approving candidates and what process should be used for doing so. Until the principles are revised to add clarity, an interim 8-step process is provided below for the Narragansett Bay Estuary Program (NBEP) to appoint new Steering Committee members and reappoint existing members (collectively referred to as nominees) each year.

#### Process

1. **Call for Nominees (July)**. The Program Director will reach out to Steering Committee members, NBEP staff, and other partners for input on potential nominees.
2. **Create Nominee Matrix (August)**. NBEP Program Director assembles and shares with the Nominating Subcommittee a *Nominee Matrix* of existing Steering Committee members and potential nominees that lists their name, affiliation, and expertise in specific subject areas. Nominating Subcommittee members will review the list, add potential nominees, and identify top nominees. A kick-off meeting of the subcommittee will take place during this step.
3. **Nominating Subcommittee Outreach (September)**. Targeted outreach to top nominees by the Program Director, Nominating Subcommittee, and others selected by the subcommittee will inform about the position and confirm their initial their interest in being considered. Information offered will include at a minimum a (1) description of the NBEP, (2) discussion of member roles and responsibilities, (3) verification of the party that should receive a nomination letter if one is to be offered, and ultimately, (4) confirmation that they would like to be considered. Those doing outreach are encouraged to use the [NBEP Fact sheet](#) and [Steering Committee Expectations](#) document to guide conversations.
4. **Nominating Subcommittee Vetting (October-November)**. The Nominating Committee will first screen all nominees against the following three criteria (1) fills a specific gap in expertise shown in the *Nominee Matrix*, (2) are able to meet the expectations in the *Steering Committee Expectations*, and (3) are fit to serve per the best professional judgment of the subcommittee. Note that subcommittee members may not participate in their own screening when up for reappointment. Screening will result in a list of individuals that should be subjected to vetting. Next, collective vetting by the subcommittee will result in the creation of a "slate" of individuals to be advanced to the next meeting of the Executive Committee for review. A second meeting of the subcommittee is expected during this step to discuss nominees and finalize a slate. Each person added to the slate will be contacted by the Program Director to confirm their interest in being advanced for formal consideration.
5. **Executive Committee Review (December)**. Executive Committee discusses the slate, appends any comments, and forwards the slate to the next meeting of the Steering Committee for review and approval.
6. **Steering Committee Review and Approval (December)**. The Steering Committee will receive the slate provided by the Executive Committee against the criteria in Step #4, input from the Executive Committee or Nominating Subcommittee, and any other factors they collectively agree are relevant. The Steering Committee will seek consensus on nominees to formally invite. If consensus cannot be reached on any individual, a majority vote will be conducted.
7. **Formal Letter to Nominees (December)**. The NBEP Program Director will develop a nomination letter, the Director and the Chair of the Steering Committee will sign the letter, append the *Steering Committee Expectations* document, and the Director will send out a package to each nominee. The Director will follow-up with each nominee within 30 days of sending the letter.
8. **Appointment (January-March of following year)**. Nominees that return a signed *Steering Committee Expectations* document to the NBEP Program Director will be formally appointed at the next Steering Committee meeting after receipt of the document.

August 22, 2020 Version

# Proposed 2020 Steering Committee Slate

Nomination Type	Name	Organization	State		Targeted Expertise Gaps Identified by Nominating Subcommittee							
			RI	MA	Municipal	Business	Work Water	Work Land	Habitat	Wildlife	EJ	Finance
Reappointment	Joe Callahan	Taunton River Watershed Alliance		1						1		
	David Janik	MA CZM		1					1			
	Karla Sangray	Blackstone Clean Water		1		1						
	Cassius Spears, Sr	Narragansett Indian Tribe	1						1		1	
	Jonathan Stone	Save The Bay	1						1			1
Potential New Additions	Collen Brown	Town of Swansea, MA		1	1							
	Stefanie Covino	City of Worcester, MA		1	1							
	Gina DeMarco	Northern RI Conservation District	1					1	1			
	Alicia Lehrer	Woonasquatucket River Watershed Council	1						1		1	1
	Hillary King	MA Municipal Vulnerability Preparedness Program		1	1				1			1
	Conor McManus	RIDEM Marine Fisheries	1						1	1		
	Brian Moore	RIDOT	1						1	1		
	Dave Monti	Recreational fisherman, charter captain, author	1			1		1			1	
Shaun O'Rourke	RI Infrastructure Bank/RI Municipal Resilience Program	1		1					1		1	
<b>2020 Slate (Reappointments + New Additions):</b>			<b>8</b>	<b>6</b>								

- Will have 34 members if all nominees move forward (can have 35)
- Three-year terms
- Note that 5 existing members are up for reappointment next year

# Program Report—Financials

**Table 1: Estimated NBEP Funds Budgeted, Remaining, and Projections (As of 10.01.2020)**

Expense Category	Active Job Cost Codes												Total Balance Remaining	Projected FY21 Spending	Notes	
	FY15 (0318) Ends 9/21		FY17 (0332) Ends 9/21		FY18 (0338) Ends 9/22		STB (0100-324) Ends 3/21		FY19 (0349) Ends 9/24		SNEP (0351) Ends 9/25					
	Budget	Balance	Budget	Balance	Budget	Balance	Budget	Balance	Budget	Balance	Budget	Balance				
Personnel and Fringe	\$ 390,260	\$ (1,299)	\$ 404,419	\$ 26,412	\$ 584,480	\$ 58,164	\$ 16,290	\$ 7,827	\$ 722,288	\$ 716,423	\$ 15,812	\$ 15,812	\$ 823,339	\$ 460,000	Expect to have ~10 months remaining on 10/2021	
Travel	9,650	(1,273)	7,300	(3,570)	13,250	(2,045)	446	440	25,550	25,208			18,760	10,000	Travel remains uncertain in the near term	
Supplies	6,057	4,245	4,592	(6,136)	7,089	5,715			1,482	1,308			5,132	1,000		
Contracts	130,841	96,716	47,000	42,500	5,000	-			75,000	75,000			214,216	183,000		
Other (breakout below)	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	All obligations covered. Note many agreements were extended due to COVID-19 schedule implications.
Subawards	815,192	53,972		(48,076)	316,500	311,360			193,750	193,750	193,832	193,832	704,838	400,000		
Other Administrative*	47,700	(18,883)	38,781	(5,026)	21,749	3,046			45,961	41,571			20,708	20,000		
Total Direct	1,399,700	133,478	502,092	6,104	948,068	376,240	16,736	8,267	1,064,031	1,053,260	209,644	209,644	1,786,993	1,074,000		
Total Indirect	200,300	12,788	97,908	9,936	151,932	50,561	3,264	1,759	198,469	196,530	40,356	40,356	311,930	187,495		
<b>Total</b>	<b>1,600,000</b>	<b>146,266</b>	<b>600,000</b>	<b>16,040</b>	<b>1,100,000</b>	<b>426,801</b>	<b>20,000</b>	<b>10,026</b>	<b>1,262,500</b>	<b>1,249,790</b>	<b>250,000</b>	<b>250,000</b>	<b>2,098,923</b>	<b>1,261,495</b>		

\*Includes Rental Space, Equipment Rental, Printing, Website Services, Conferences and Meetings, Conferences and Meeting Registration, Telephone, Advertising, and Computer Support from our EPA approved budget. Note that Subawards are pulled out from the Other category.

# Program Report—Financials

Table 2: Contracts and Subawards Detail - Estimated (As of 10.20.2020)

JCC	Project Code	Recipient	Project Description	Active Job Cost Codes										Total Balances	
				FY15 (0318) Ends 9/21		FY17 (0332) Ends 9/21		FY18 (0338) Ends 9/22		FY19 (0349) Ends 9/24		FY20SNEP(0351) Ends 9/25			
				Budget	Balance	Budget	Balance	Budget	Balance	Budget	Balance	Budget	Balance		
0318-002	S-2016-010	City of East Providence	Sabin Point Park stormwater	100,000	5,071										5,071
0318-002	S-2019-013	Mass Audubon	Broad Meadow Brook plan/design	28,760	28,760										28,760
0318-002	S-2019-028	Save the Bay	Salt marsh adaptation/restoration	25,000	17,903										17,903
0318-002	S-2019-029	Town of Millbury	Stormwater/heat island in town ctr	75,000	75,000										75,000
0332-001	S-2019-019	University of Rhode Island	STORMTOOLS extension			26,964	5,047								5,047
0332-001	TBD	TBD	Vision 2032 Support			2,000	2,000								2,000
0338-002	S-2019-024	Pawtuxet River Authority	Restoration fish pass @ Pontiac Dam					22,500	22,500						22,500
0338-002	S-2019-018	Town of Bristol, RI	Mt. Hope High School stormwater					25,000	25,000						25,000
0338-002	S-2019-017	Town of Richmond, RI	Restore planning study @ Beaver River					30,000	30,000						30,000
0338/0318-002	S-2019-030	Aquidneck Island Planning Comm	Stormwater upgrades to WVTS	5,500	5,500			94,500	94,500						100,000
0338-002	S-2019-016	MA DER	Mill Brook Bogs Restoration					30,000	8,107						8,107
0338-002	S-2020-007	Blackstone Valley Tourism Council	Blackstone capacity grants					4,000	4,000						4,000
0338-002	S-2020-008	Mass Audubon	Blackstone capacity grants					4,000	4,000						4,000
0338-002	S-2020-018	Blackstone River Watershed Council	Blackstone capacity grants					4,000	4,000						4,000
0338-002	S-2020-020	Blackstone River Coalition	Blackstone capacity grants					8,000	8,000						8,000
0338-002	S-2020-019	Blackstone Headwaters Coalition	Blackstone capacity grants					4,000	4,000						4,000
0338-002	TBD	TBD	Blackstone capacity grants					1,000	1,000						1,000
0338-002	TBD	TBD in early 2021	Blackstone project contractor support					70,000	70,000						70,000
0349-001	2020-031	Dan Codiga	Extended WQ Analysis							23,400	23,400				23,400
0349-001	2020-029	Shining Sea Fisheries Consulting	Fishers Knowledge							10,000	10,000				10,000
0349-001	TBD	TBD	Research Grants							32,350	32,350				32,350
0349-001	TBD	TBD	Vision 2032 Graphic Design							20,000	20,000				20,000
0349-001	TBD	TBD	Vision 2032 Facilitation							10,000	10,000				10,000
0349-001	TBD	TBD	NBEP Stakeholder Input							20,000	20,000				20,000
0349-001	TBD	TBD	EJ Training							10,000	10,000				10,000
0349-001	TBD	TBD	Vision 2032 Writing							15,000	15,000				15,000
0349-001	TBD	TBD	Planning Projects							120,000	120,000				120,000
0349-001	TBD	TBD	Small Capacity Grants							8,000	8,000				8,000
0351-001	TBD	TBD	Research Projects TBD									100,000	100,000		100,000
0351-001	TBD	TBD	Watershed Projects TBD									93,832	93,832		93,832
				234,260	132,234	28,964	7,047	297,000	275,107	268,750	268,750	193,832	193,832		876,970

# Program Report—Projects

## Activity Highlights

### 1. Annual Performance Reviews

- Completed for all four staff
- Julia Twichell promoted to Environmental Analyst III

### 2. New EPA NEP Funding Guidance released 10/14

- Reviewed and commented on guidance
- EPA meets with NEP Directors and NEIWPC soon

### 3. Vision 2032 Progress

- Plan to submit fast-track ICR materials to EPA this week
- Major functional enhancements to Vision2032.org
- Drafting materials for first focal area workgroup meets

### 4. Science Working Groups rolling

- SAV 9/9, Salt Marsh 10/6, Social Science 10/26
- Exploring contract facilitation support

### 5. Land Use Science Update

- Now includes new 2016 NLCD land use data
- Developing 4-page paper by spring 2021
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### 6. Annual NEPORT Report Submitted

- Included \$1.926,106 leveraged, and 1200 acres of habitat restored
- Does not do an adequate job of quantifying our work

### 7. NBEP Resilience Projects

- Provided EPA Region 1 a comprehensive write up of 20 NBEP resilience projects from 2016-2020

### 8. Justice, Equity, Diversity, and Inclusion

- Plan to hire a consultant to do an organizational JEDI assessment that will inform next steps (training, subcommittee, etc.)
  - ✓ Strongly recommended as 1<sup>st</sup> step by Catalina and consultants
  - ✓ Interviewed 3 so far, one planned for Dec, work in Spring
- New EJ Story Map to be released spring 2021

### 9. New NBEP Website

- Near final draft looks great!
- EPA/NEIWPC review soon, present to SC and launch in December

### 10. Outreach

- Staff have been doing extensive outreach and education of late
- Quote in Whitehouse National Estuary's Week release
- Quote in Whitehouse National Estuary's Week release



# The EC/SC in 2021

Meeting Element	Suggestion For Discussion	Key Change
1. How often should the EC and SC meet?	EC meets 6 times a year and SC meet quarterly (EC to meet a month before SC)	No change
2. How long should EC and SC meetings be?	If virtual, 90 minutes; in person, EC 2 hours and SC four hours w/lunch	Reduce all virtual meetings from 2 hours to 90 minutes
3. EC stay virtual permanently?	Keep at least 2 EC meetings a year virtual	n/a
4. Rotating Chair assignments for both committees	Assign a Chair to EC/SC meets at start of year	Assign in advance instead of just prior to each meeting
5. Meeting materials delivery	Continue to send out at least a week before meetings	No change
6. Meeting format and content input	Continue shift to shorter general program updates, more detailed updates on 1-2 projects, and a mix of speakers; add partner presentations; and clarify asks of EC/SC in advance.	Prior to meetings, provide in writing the specific questions to be answered or decisions requested of the EC/SC that are anticipated to require substantive discussion or a vote
7. Meeting notes	Get them out faster.	Out 2 weeks after instead of a month
8. Other issues ideas?		

# Upcoming Meetings

- Blackstone Needs Assessment: November 19<sup>th</sup>, 1-3pm
- Vision 2032 Workgroups: TBD Nov-Dec
- Steering Committee: December 15, 10:30am-12:00pm